IT Plan – Agency Submitted

616 STATE SEED DEPARTMENT
Version: 2007-B-01-00616
Project: **Infrastructure**

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Agency IT Overview

Department IT services including Internet access and infrastructure and phone service in the Fargo office are provided through NDSU and the Higher Education Computer Network. The only services provided by ITD are phone service in the Grafton Office and hosting of the Department's static website.

The Department maintains an extensive custom-programmed business application (SSAS-State Seed Application Software) in a Windows 2000 server domain running on SQL 2000. The application provides for tracking and reporting seed inspection and testing, seed regulatory permit holders and sales, USDA Grade Inspection, potato seedstocks orders and production, and diagnostic and laboratory testing. The application includes accounting functions to provide for billing and collection of accounts receivable.

Remote access is available to staff in the Grafton office as well as staff at home and in other off-site locations.

The Windows 2000 Server environment consists of 3 servers, 23 client workstations, 3 laptop computers, PIX firewall and 8 printers.

The logical network is an Ethernet Star configuration using non-valid TCP/IP internally and external IP via NDSU on a fiber optic line. Microsoft Exchange server 2003 is used for E-mail and Microsoft Office 2003 is available to staff for word processing, spreadsheet and presentation applications. The Department uses Norton Symantec Utilities for anti-virus protection.

The Department maintains a static and dynamic website. The static website provides the public with information about agency programs and services, rules and regulations and contact information. On-line customer data is available on the dynamic web area allowing customers to access results of inspection and testing services from the Department.

Phone service in the Fargo office is provided through NDSU Bison Lines and includes 28 stations with direct lines and voice mail provided by a Lucent Definity generic 3R communication system.

Phone service in the Grafton office is provided through ITD and includes two stations and a fax line.

Agency IT Plan Contact Data
Contact Name: Kris D. Nicklay
Title: Administrative Officer II
Phone: 701-231-5410
e-mail: knicklay@state-seed.ndsu.nodak.edu

Agency Technology Goals And Objectives

Continually update software and infrastructure to stay inline with current standards and changes industry demands.

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Improve customer service through the use of technology.
Maintaining and enhancing static website
Maintaining and enhancing dynamic website.
Maintain and enhance custom program meeting changes demanded by industry

Improve Staff and Department efficiency through the use of technology
Provide off-site access to user workstation and e-mail for department staff
Provide remote access by field staff
Continue staff training offered through NDSU

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1. **If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.**

2. **Total number of desktop computers:**   23
   Number of desktops for which you are requesting replacement funding: 7
   Average replacement cost/desktop: 1,500

3. **Total number of laptop computers:**   3
   Number of laptops for which you are requesting replacement funding: 1
   Average replacement cost/laptop: 1,800
What state planning region are these desktop/laptop computers located?
Region 1   0 **2**   0 **3**   0 **4**   2 **5**   24 **6**   0 **7**   0 **8**   0

4. **What percentage of these pcs are running the following operating systems:**
          (total should be equal to 100%)

Windows 98	0 **%**
Windows NT	0 **%**
Windows 2000	0 **%**
Windows XP	100 **%**
Other	0 **%**

5. **What additional expenditures are being paid out of non-appropriated funds?**   0
Please explain:

Agency Technology Activities
Maintenance and enhancement of SSAS program to meet changing industry demands.

Maintenance and enhancement of both static and dynamic web site to provide optimum customer service.

Internet access through NDSU - HECN and outside provider for the Grafton office.

Telephone services provided through NDSU in the Fargo office and ITD in the Grafton office.

IT equipment to provide for desktop and laptop replacement under the computer replacement cycle and line printer replacement to facilitate printing of labeling required by growers.

Connect ND charges in the amount of $10,560.

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5310	IT SOFTWARE AND SUPPLIES	$22,000	$22,000	$0	$22,000	$0
IT5510	IT EQUIPMENT UNDER $5000	$10,600	$10,600	$0	$10,600	$0
IT6010	IT DATA PROCESSING	$15,058	$15,058	$0	$15,058	$0
IT6020	IT COMMUNICATIONS	$43,500	$43,500	$0	$43,500	$0
IT6030	IT CONTRACT SERVICES & REPAIRS	$57,500	$47,500	$0	$47,500	$0
IT6930	IT EQUIPMENT OVER $5000	$10,000	$0	$0	$0	$0
	Total Budget:	**$158,658**	**$138,658**	**$0**	**$138,658**	**$0**
212	STATEWIDE CONFERENCE FUND 110F	$98,258	$78,258	$0	$78,258	$0
329	SEED DEPARTMENT FUND 329	$60,400	$60,400	$0	$60,400	$0
	Total Funding:	**$158,658**	**$138,658**	**$0**	**$138,658**	**$0**